

MAYOR ADRIAN M. FENTY'S

2009 SUMMER YOUTH EMPLOYMENT PROGRAM

# Supervisor's Handbook



DEPARTMENT OF EMPLOYMENT SERVICES  
OFFICE OF YOUTH PROGRAMS  
625 H STREET NE  
WASHINGTON, DC 20002  
202-698-3492



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Dear Host Agency Representatives and Supervisors:

The Summer Youth Employment Program (SYEP) brings together community-based organizations, private sector employers, and Federal and District government agencies to provide District youth, 14-21 years of age, with an array of summer work experiences to cultivate and stimulate professional and personal career aspirations, while they explore various occupations.

Program participants receive short-term exposure to careers in industries such as Green Jobs and conservation projects, financial services, hospitality, the arts, sports and recreational programs, health and child care services, emergency preparedness, media, marketing, entrepreneurial projects, business and retail, and a host of other community, social, and public services.

In Calendar Year 2009, the program will operate for nine weeks– from June 18 to August 21. More than 20,000 young people have registered for the program and are eagerly looking forward to earning their own money, gaining valuable work experience, and exploring a myriad of careers.

As a Worksite Supervisor, you will have an opportunity to prepare young people for the world of work by modeling appropriate workplace behaviors; facilitating the learning of occupational, technical, and life skills; helping youth develop professional networks; and encouraging them to give their very best, daily.

Thank you for the invaluable contributions you will make to the future of District youth. The work experiences you provide will be life-changing for some of our youth and can help launch tomorrow's leaders.

Sincerely,

Jerrienne Anthony  
Director, Office of Youth Programs

## 1. GENERAL INFORMATION

The District's Summer Youth Employment Program is a locally-funded program, designed to assist eligible youth by providing invaluable experiences that can help prepare them for the 21st Century workforce. District residents, ages 14-21, who are permitted to work in the United States, are eligible to participate in the District's Summer Youth Employment Program (SYEP).

The goal of Mayor Adrian M. Fenty's 2009 Summer Youth Employment Program is to provide District youth with meaningful professional experiences and basic work skills that can introduce them to proper work ethics and increase their employment opportunities.. It is designed to ensure that youth have:

- A. A structured and well-supervised work experience**
- B. Opportunities to explore vocational interests**
- C. Opportunities to develop useful work habits and marketable skills**
- D. Opportunities to learn the value of earning money through gainful employment; and**
- E. Opportunities for educational enrichment**

This year's program begins June 17, 2009 and ends August 21, 2009.

## 2. ROLE OF THE WORK-SITE SUPERVISOR

Work Site Supervisors are regular employees of your business or organization who will directly supervise youth workers on the job. Worksite Supervisors should log on to [summerjobs.dc.gov](http://summerjobs.dc.gov) using the host login information and print the full participant rosters for each work site prior to the start of the program. Use this list to verify that youth workers reporting to your work site have been correctly assigned.. Under no circumstance should youth, other than those listed on the roster, be allowed to work! If you accept/allow a youth to remain and work on your site without authorization from the Office of Youth Programs, you are responsible for paying the youth for time worked.

The youth worker's on-the-job orientation are provided by the work-site supervisor. The orientation should include the following:

1. Required hours of work
2. Regulations of the worksite, as they apply to the youth worker
3. Time and length of breaks
4. Name and telephone number of person(s) to notify when the youth worker will be late or absent
5. Safety procedures and person(s) to whom accidents are to be reported
6. A clear explanation of the youth worker's responsibilities, , including the criteria by which the his/her work aptitude and attitude will be evaluated

In addition to the youth workers' orientation, Work Site Supervisors are responsible for:

- Verifying each SYEP youth worker on the first day by checking his/her identification, (i.e., DC One Card, school ID, social security card, etc).
- Ensuring youth worker's time and attendance procedures are followed, and the time is entered into the online system in a timely manner and approved on the date provided by the program.
- Providing the appropriate supervision and training to youth participants
- Working with the youth worker's Service Specialist to resolve problems that may arise.

- Maintaining a copy of the Work Site Agreement, job description, and any submitted incident reports

**Please Note:** The Department of Employment Services Office of Youth Programs will not be responsible for paying wages to participants, who are not on your SYEP Participant Roster, but are allowed to work.

Strict adherence to the following steps will eliminate unauthorized youth from being accepted at your work site:

1. Verify each SYEP participant on the first day by checking his/her identification (i.e., DC One Card, school ID, social security card, etc).
2. Verify each youth worker's name and social security number on the Worksite Participant Roster.
3. Inform the Office of Youth Programs immediately of any youth who reports to your worksite but whose name is not on your SYEP Participant Roster. Participants listed on your roster, who do not report to work after the third day, should be reported to your Liaison.

### 3. ROLE OF SECTOR LIASION

A Liaison will be assigned to each of the sectors participating in the 2009 Summer Youth Employment Program. You will receive notification of the liaison assigned to your particular work site two weeks prior to the start of the program. Sector liaisons will be responsible for:

1. Providing support and guidance to you, host representative
2. Communicating pertinent information on the program to host representatives and worksite supervisors
3. Serving as the primary point of contact for any questions/concerns/issues that may arise on your work site.

### 4. ROLE OF THE PARTICIPANT SERVICE SPECIALIST

A Participant Service Specialist (PSS) will be assigned to each site. You will receive notification of the PSS assigned to your organization two weeks prior to the start of the program. The Participant Service Specialist will be responsible for:

1. Providing support to the youth worker regarding his/her goals and objectives
2. Monitoring and providing ongoing support to host and participants with the time entry system
3. Mediating on-the-job problems between the youth participant and employer
4. Monitoring the worksite and supervising youth participants to ensure that their work experience is meaningful and productive.

### 5. CHILD LABOR LAWS SUMMARY

**IS IT OK FOR YOUTH WORKERS TO DO ANY KIND OF WORK?**

**NO! There are laws that protect teens from doing dangerous work.**



All worksites must comply with the applicable Child Labor Laws. For more information regarding the Child Labor Laws, please visit <http://www.youthrules.dol.gov/index.htm>.

Youth, ages 14 – 15, cannot operate in the following job types/areas:

- Communications or public utilities jobs
- Construction or repair jobs
- Driving a motor vehicle or helping a driver
- Manufacturing and mining occupations
- Power-driven machinery or hoisting apparatus other than typical office machines
- Processing occupations
- Public messenger jobs
- Transporting of persons or property
- Workrooms where products are manufactured, mined or processed, or
- Warehousing and storage

Youth, ages 16 – 17, generally may not work in any of the following hazardous occupations:

- Manufacturing and storing of explosives
- Driving a motor vehicle and being an outside helper on a motor vehicle
- Coal mining
- Logging and sawmilling
- Power-driven woodworking machines
- Exposure to radioactive substances
- Power-driven hoisting apparatus
- Power-driven metal-forming, punching, and shearing machines
- Mining, other than coal mining
- Meat packing or processing (including the use of power-driven meat slicing machines)
- Power-driven bakery machines
- Power-driven paper-product machines
- Manufacturing brick, tile, and related products
- Power-driven circular saws, band saws, and guillotine shears,
- Wrecking, demolition, and shipbreaking operations
- Roofing operations and all work on or about a roof, or
- Excavation operations

Youth workers, age 18 and older, are no longer affected by the Child Labor Laws. Please contact your Participant Service Specialist if you are in doubt or have questions.

## 6. Work-site MONITORING

The Office of Youth Programs will monitor all program worksites during the course of the Summer Youth Employment Program. Under the direction of the Field Service Unit, onsite visits will be conducted to review the worksite operations. You may or may not receive advanced notice of these visits. During these site visits, the Field Service Unit will:

- • Provide technical assistance to host agency representatives and worksite staff

- Monitor worksites to assure host agency is in compliance with rules and regulations, including Child Labor Laws and Equal Employment Opportunity (EEO)
- Monitor worksites to assure that youth assigned to host agencies are engaged in the objectives, activities, and work plans outlined in the Worksite Description
- Monitor the youth worker's time and attendance process to assure adherence with OYP's policy
- Ensure proper supervisor-to-youth worker ratio, adequacy of materials, and other requirements
- Ensure that only supervisors who have passed the required FBI Background Checks are on the site performing the role of supervisor and interacting with youth; and
- Facilitate communication between host agency representatives, worksite supervisors, and Office of Youth Programs' staff regarding issues and concerns surrounding the youth employment program.

We request that all Host Representatives provide their worksite supervisors with the necessary worksite information. In the event that problems are identified, the supervisor is required to initiate quick and responsive actions to correct the deficiency.

The process is not designed to evaluate the worksite Supervisor, but rather to ensure that youth workers are engaged in meaningful work and that the policies and procedures are being followed. The monitoring is a thorough review of data, an observation of operations, and a progress towards program objectives.

In the event that a worksite is found to be out of compliance with the program's rules and regulations, a Corrective Action Form will be completed by the program monitor. Any violation reported must be rectified within 48 hours, after which the senior monitor will visit the site to determine whether or not the violation has been corrected. If the violation has not been rectified, the senior monitor can recommend site closing.

## 7. PROBLEMS ON THE JOB

In the event that issues or problems with your summer youth employees arise on the job, you are encouraged to discuss and resolve problems initially; however, if after the discussion no progress has been made, it is the Participant Service Specialist's responsibility to help resolve the situation prior to you taking any actions. The Participant Services Specialist serves as a mediator who should be called anytime there is a problem with the youth worker's work performance, including attendance and ability to get along with co-workers.

**IMPORTANT:** The Participant Services Specialist must be informed of the problem as soon as it is clear that the worksite Supervisor and participant alone cannot resolve it.

Communication between the worksite Supervisor and the Participant Services Specialist are of utmost importance to the participant's development. It makes for a positive experience for all.

## 8. SEXUAL HARASSMENT

Sexual harassment is an unwelcome attention of a sexual nature. It is harmful and it is illegal.

Sexual touching, grabbing, pinching or intentionally brushing up against someone is a sexual way-all of these can be considered harassing behavior. Obscene comments, looks, teasing, and rumors are considered forms of harassment.

Participants in the Summer Youth Employment Program are advised to be assertive and let people know when their behavior makes them uncomfortable.

If a SYEP Participant believes that he/she has been sexually harassed, the following steps must be taken to rectify the situation:

- STEP 1** The youth worker and/or his/ her parent or guardian should immediately report the incident to the Office of Youth Programs
- STEP 2** The Participant Service Specialist will be dispatched to complete a preliminary report. (The Participant Service Specialist should assist in the transferring of the youth participant to a new worksite)
- STEP 3** The Office of Youth Programs will notify the appropriate EEO official.
- STEP 4** The appropriate EEO official will begin an investigation. At the end of the investigation, the EEO official will prepare an investigative report for the Agency Director.
- STEP 5** If the agency's EEO official cannot resolve the conflict within 60 days of the initial complaint, the agency shall refer it to the Office of Human Rights (OHR).

## 9. GRIEVANCE PROCEDURE

Participants in the Summer Youth Employment Program are protected from any kind of discrimination on the job, as provided in the Work Site Supervisor's Agreement.

The program provides a process by which the complaints or grievances of youth workers may be impartially aired and addressed. Summer Youth Employment Program participants are protected by the D.C. Human Rights Act of 1977. Youth workers who believe that their Equal Employment Opportunity rights have been violated or that they have been unfairly treated should be advised to follow the procedures outlined below:

- STEP 1** Discuss the issue with the work-site supervisor. If the issue is with the supervisor, contact the Office of Youth Programs directly.
- STEP 2** If resolution is not evident at that level, the work-site supervisor should contact the Host Representative and schedule a meeting with the youth.
- STEP 3** If the resolution is still not evident, then the Host Representative should contact the SYEP Participant Services Specialist to notify he/she of the concern.
- STEP 4** If the grievance is not resolved at the Participant Service Specialist level, the SYEP participant or the Participant Services Specialist may request an informal hearing with the Department of Employment Services' EEO official.



## 10. PARTICIPANT ABSENTEEISM

As a worksite supervisor, it is important that you are knowledgeable of the following procedures as they relate to the youth worker's attendance and that you have reaffirm these procedures with your youth worker.

1. The youth worker is required to give advance notice of his/her intent to be absent from work, regardless of the reason. If this cannot be done in person, the participant should telephone the worksite supervisor as soon as she/he knows that she/he will be unable to report to work that day.
2. If the absence continues beyond one day, the participant is to notify the worksite supervisor each day that she/he will be absent. The worksite supervisor should ensure that the participant has the phone number and name of the person to whom the absence must be reported.

The worksite supervisor must notify their Sector Liaison about the youth worker's absenteeism when:

The participant is absent more than three consecutive days, without communicating with the supervisor that they will be out.

- The worksite supervisor determines that the youth worker has been absent too frequently or is establishing a pattern of absenteeism.

Orientation will be open to all participants of the 2009 Summer Youth Employment Program and will include the basic procedures to follow when she/he finds it necessary to be absent from the work site.

**NOTE:** Participants will not be paid for any absences. If the Supervisor has need for participant's services, and believes it is justified, additional hours may be scheduled to make up for lost time. In no case should the hours exceed the maximum allowed per week (20 hours for participants ages 14-15 and 30 hours for youth ages 16-21).

## 11. TRANSFERS AND TERMINATIONS

All requests to transfer or terminate a youth worker from his/her worksite must first be communicated with the Office of Youth Programs. A formal letter stating the reason for transfer or termination from the worksite must be submitted to the Office of Youth Programs. Your SYEP Participant Service Specialist is available to answer any questions/concerns relating to the dismissal or transfer of your youth worker.

### Transfers

The Office of Youth Programs will not transfer participants unless the following circumstances apply:

- Safety issue (must have a police report)
- Health concerns (must submit a doctor's statement indicating the reason why tasks can't be performed)
- Site closure

### Work-site Transfer Procedure

Youth who meet one of the circumstances listed above for transfer should be directed by their supervisor to follow the following procedure to be transferred to a new worksite:

- Step 1:** Participants should notify current supervisor of desire to request transfer and the reason for requesting the transfer.
- Step 2:** Host should contact the SYEP Sector Liaison
- Step 3:** SYEP Participant Service Specialist will report to the current worksite to meet with the participant and collect documentation to substantiate the requested transfer.
- Step 4:** SYEP Sector Liaison and Participant Service Specialist will review all documentation.
- Step 5:** If a transfer is granted, the Sector Liaison or his designee will indicate a transfer in the system and direct the participant to his/her new worksite. A DOES Representative should contact the new worksite to inform them of the new youth's arrival date. The new worksite will be assigned by DOES staff. DOES cannot guarantee that worksite preferences will be granted.

If a transfer is not granted, the youth should be redirected to his/her original worksite with an explanation statement for rejection of transfer request.

- Step 6:** The Sector Liaison will close this case.

### Terminations

Youth workers may face termination from the worksite, with the approval of the Host Supervisor for any of the following reasons:

**Drugs**—The possession, sale, or use of illegal drugs or alcohol while on the job.

**Excessive Absence**—Failure to report to work for three consecutive work days without prior approval.

**Disruptive Behavior**—Fighting, physical or verbal assaults, or any act that endangers the well-being of co-workers.

**Theft**—Stealing property from the work-site, employees, or other youth workers.

**Falsifying Documents**—Falsifying his/her time records or those of other youth employees; signing another youth worker's time record; attempting to pickup or ascertain another youth worker's debit card or personal identification number (PIN).

**Insubordination**—Refusal to adhere to the program's or the work-site's rules and regulations.

**Harassment**—Verbal, sexual, or physical— these could lead to legal action.

### Termination Procedure

Worksite Supervisors may request that a youth worker be terminated from his/her worksite; however they must ensure that all incidents leading to termination are documented and have been supplied to the Office of Youth Programs. Worksite Supervisors must follow the process to ensure that there has been no wrongful termination of a youth:

- Step 1:** Worksite Supervisor must report termination request to the Host Representative.
- Step 2:** The Host Representative must review the request with all supporting documents, including documentation of youth being previously warned.
- Step 3:** The Host Representative must make the official request if warranted to their SYEP Participant Services Specialist for termination and submit an Official Unusual Incident Report with all supporting documents.
- Step 4:** The Office of Youth Programs will review request and report back to the site supervisor within 24 hours of a decision of termination.
- Step 5:** The Office of Youth Programs will send out an Official Termination Letter to the youth worker.

Worksite Supervisors who have requested a termination for a youth worker should make certain that they have completed the entire termination procedure.

If a SYEP participant believes they have been wrongfully terminated from a worksite, the youth worker may contact the Office of Youth Programs at 202-698-3492 to schedule an appointment with a representative.

## 12. LUNCH/BREAK POLICY

The Office of Youth Programs does not have a standard time for youth workers to take breaks or lunch periods. It is the responsibility of the work site supervisor to implement a break and/or lunch policies for their respective sites. This policy should be communicated to all youth workers during their orientation session on the first day of work. Youth will not be paid for break times. Time entry should be adjusted accordingly. For example, if a student is on the worksite from 9:00 am – 3:30 pm and took a 30 minute lunch break, the student will only be compensated for six hours.

## 13. HEAT AND TEMPERATURE POLICY

The worksite supervisor will be required to monitor the weather reports from qualified sources (e.g. newspaper, radio station, television news or weather service). When outdoor temperature are reported to be of 95 degrees Fahrenheit or higher, the supervisor is required to make special allowances for SYEP participants working outdoors. Any time the temperature reaches 95 degrees Fahrenheit or higher, youth will be allotted ten (10) minutes per work hour for a rest period. The rest site will be shaded with adequate water supply. The participant will be compensated for this time. It should not be represented/reflected in the time keeping system.

On any day that a qualified weather service reports a temperature over 105 degrees Fahrenheit, SYEP participants will be restricted from working in any outdoor setting. Supervisors will provide adequate indoor work to occupy the youth worker for the remaining work period. Youth workers should continue to have access to adequate and acceptable water supplies, and the ten (10) break every hour will be maintained if the indoor temperature exceeds 95 degrees Fahrenheit.



Failure to adhere to the heat and temperate will result in immediate removal of the youth worker from the worksite.

## 14. REPORTING ACCIDENTS

### On-the-Job Accident Procedures

If an accident should occur on or near the work-site, you must follow these procedures:

1. Call 911 for medical emergencies .
2. Notify the youth worker's parent or guardian.
3. Contact the D.C. Disability Compensation Office at 1-888-832-2524.
4. Report the accident to your Host Representative or your organization's central office.
5. Call the Office of Youth Programs to report the accident at 202.698.3492.
6. Prepare a written accident report and forward a copy to the Host Operations Center.

**DO NOT SEND AN INJURED YOUTH WORKER HOME WITHOUT MEDICAL ATTENTION.**

## 15. TIME ENTRY AND APPROVAL PROCESS

### Work Hours and Pay

All participants of the 2009 Summer Youth Employment Program will be paid the state minimum wage (\$6.55, with and increase of \$7.25, effective July 24, 2009). Participants will only be compensated for the time worked up to the maximum number of hours they are permitted to work by law.

Participants, ages 14-15 years old, will be compensated for up to 20 hours per week  
Participants, ages 16-21 years old, will be compensated for up to 30 hours per week

If a participant is absent one day and wishes to make up the hours, the time must be made up within the same pay period and cannot exceed the allowable maximum amount of hours. The Summer Youth Employment Program does not pay youth workers for lunch, overtime, or holidays. Any overtime authorized by the Host Agency will become the financial responsibility of that agency.

### Time and Attendance Completion

The 2009 Summer Youth Employment Program's time entry system is designed to collect time and attendance information with accuracy in a timely fashion so that participants are paid correctly for the time they work. This year we will use ADP's Enterprise eTime application to capture time and attendance. To achieve the goal of accurate and timely collection of time and attendance information, we have outlined an approach that requires employees to enter and correct time and attendance information into eTime on a daily basis, rather than at the end of a pay period. Employers must also review participant time entry daily. Daily review of participant time will allow the Office of Youth Programs to take action to provide assistance as needed.

Please keep in mind that at each worksite, employers (agencies and CBOs) must make one or more Internet-connected computers available to summer youth employees for punching in and out electronically at the start and end of their workday. The eTime application allows employees to record an elec-

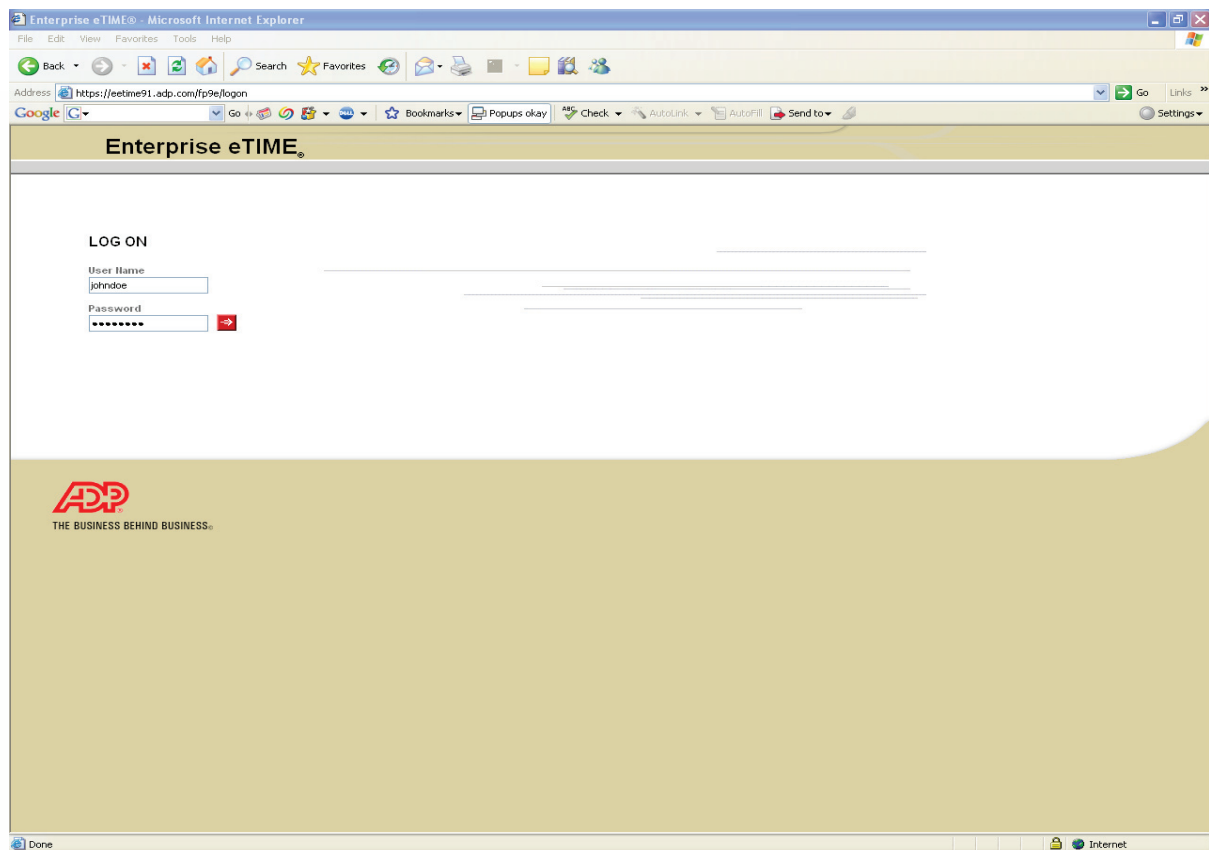
tronic time punch at the start and end of each workday. With practice, the time punch can be completed in 25-30 seconds.

Participants will be trained on the new time keeping system during orientation. In the event that participants report to your worksite without knowledge of the time keeping system, the Office of Youth Programs will provide all site supervisors with a PDF of instructions on the time keeping process and access to a webinar that can be viewed by youth training them on the time entry process.

### Youth Log-in Information

#### Logging in:

1. Go to <https://eetime91.adp.com/fp9e/applications/suitenav/navigation.do?ESS=true>. Your user name is your first name and last name with no spaces, followed by the month and date of birth (MMDD). Enter all in lower case. For example, if your name is John Doe, and your date of birth is March 15, 1994, your username would be entered in as johndoe0315.
2. The first time you log in, your password will be your birth date in MMDDYYYY format. Using the example above, you would enter your password 06021990.
3. You will be prompted to change your password. Please choose a password that you will easily remember.

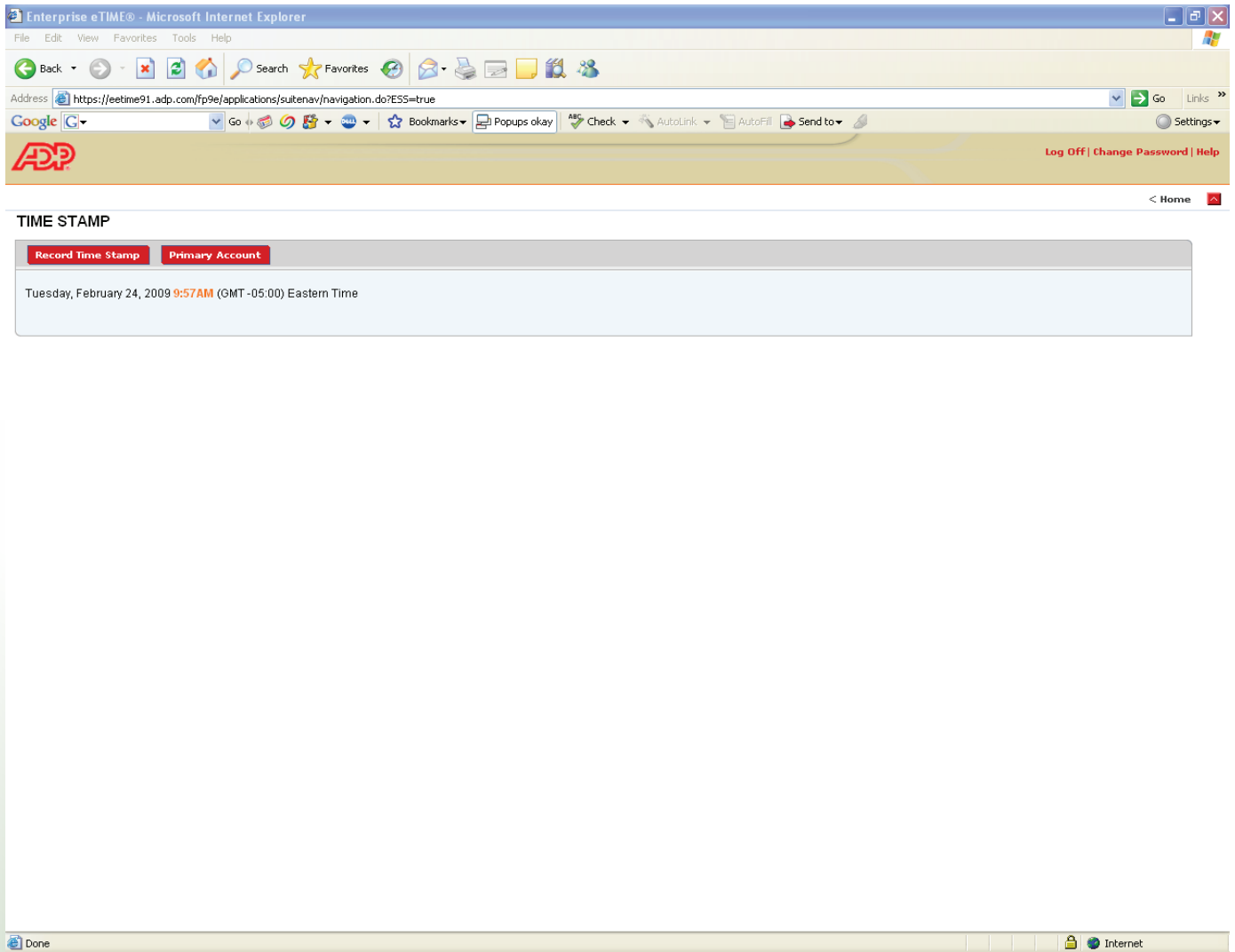






### Signing In & Out:

1. When you arrive in the morning, log into eTime.
2. Click on the option "Record Time Stamp".



3. The system will clock you in at that time.
4. You will see the message indicating that time has been recorded at that time.

The worksite supervisor(s) at the site will be responsible for reviewing employee time and attendance, marking youth, who were not in attendance, absent.

In the event that participants are unable to punch in and punch out, or if there is an instance where an employee is working from another location that is not accessible to computers, the worksite supervisor can punch the participants in and out directly.

At the end of the pay period, participants can log into eTime and view their completed timecards. They also have an opportunity to approve the timecard. Any disputes related to time should be resolved between the youth worker and the timekeeping supervisor and before the end of the pay period. . Please note that youth workers will not have the ability to edit time in the system for previous days within the pay period. All edits to youth time must be made by the worksite supervisor.

### Signing Youth In and Out and Editing Time

Worksite supervisors will have the ability to correct in and out punched for participant timecards that require editing. Supervisors will also be able to input in and out punches in instances where participants were unable to punch in or out.

1. Navigate to the home screen.
2. Select 'Current Pay Period' in the Time Period option box.
3. Double-click the name of the participant whose timecard requires a correction.

The screenshot displays the Enterprise eTIME web application in a Windows Internet Explorer browser. The address bar shows the URL: <https://etime91.adp.com/fp9e/applications/suite/nav/navigation.do>. The page features the ADP logo and navigation tabs for 'GENERAL' and 'TIMEKEEPING'. The 'TIMEKEEPING' tab is active, showing a 'TIMECARD' for a participant named 'test' with ID '999'. The 'Time Period' is set to 'Current Pay Period'. Below this, there is a table with columns for Date, Pay Code, Amount, In, Out, In, Out, Shift, Daily, and Cumulative. The table lists dates from Sun 4/19 to Sat 5/02. At the bottom, there is a 'TOTALS & SCHEDULE' section with a dropdown menu set to 'All' and a table with columns for Account, Pay Code, Amount, and Wages.

4. To input an 'In' punch, click in the 'In' box for the applicable day.
5. Enter the start time. For 9:00 am, simply put a 9 and press the tab key.
6. For an out punch, click in the 'Out' box for the applicable day.
7. Enter the end time. For 5:00pm, type "5P" and then hit the tab key.
  - a. Please note that the system defaults to AM. For a PM time, you must type a "P" after the numeric time entry.
8. Click the 'SAVE' button to record the change.

Enterprise eTIME® - Windows Internet Explorer

https://eetime91.adp.com/fp9e/applications/suitenav/navigation.do

ADP

Log Off | Change Password | Setup | Help

Timecard | People | Reports

\*TIMECARD

Last Saved: 12:39PM

Name & ID: test 999

Time Period: Current Pay Period

Save	Actions	Punch	Amount	Comment	Approvals	Reports			
Date	Pay Code	Amount	In	Out	In	Out	Shift	Daily	Cumulative
Sun 4/19									
Mon 4/20									
Tue 4/21									
Wed 4/22			9:00AM	5P					
Thu 4/23									
Fri 4/24									
Sat 4/25									
Sun 4/26									
Mon 4/27									
Tue 4/28									
Wed 4/29									
Thu 4/30									
Fri 5/01									
Sat 5/02									

TOTALS & SCHEDULE AUDITS

All

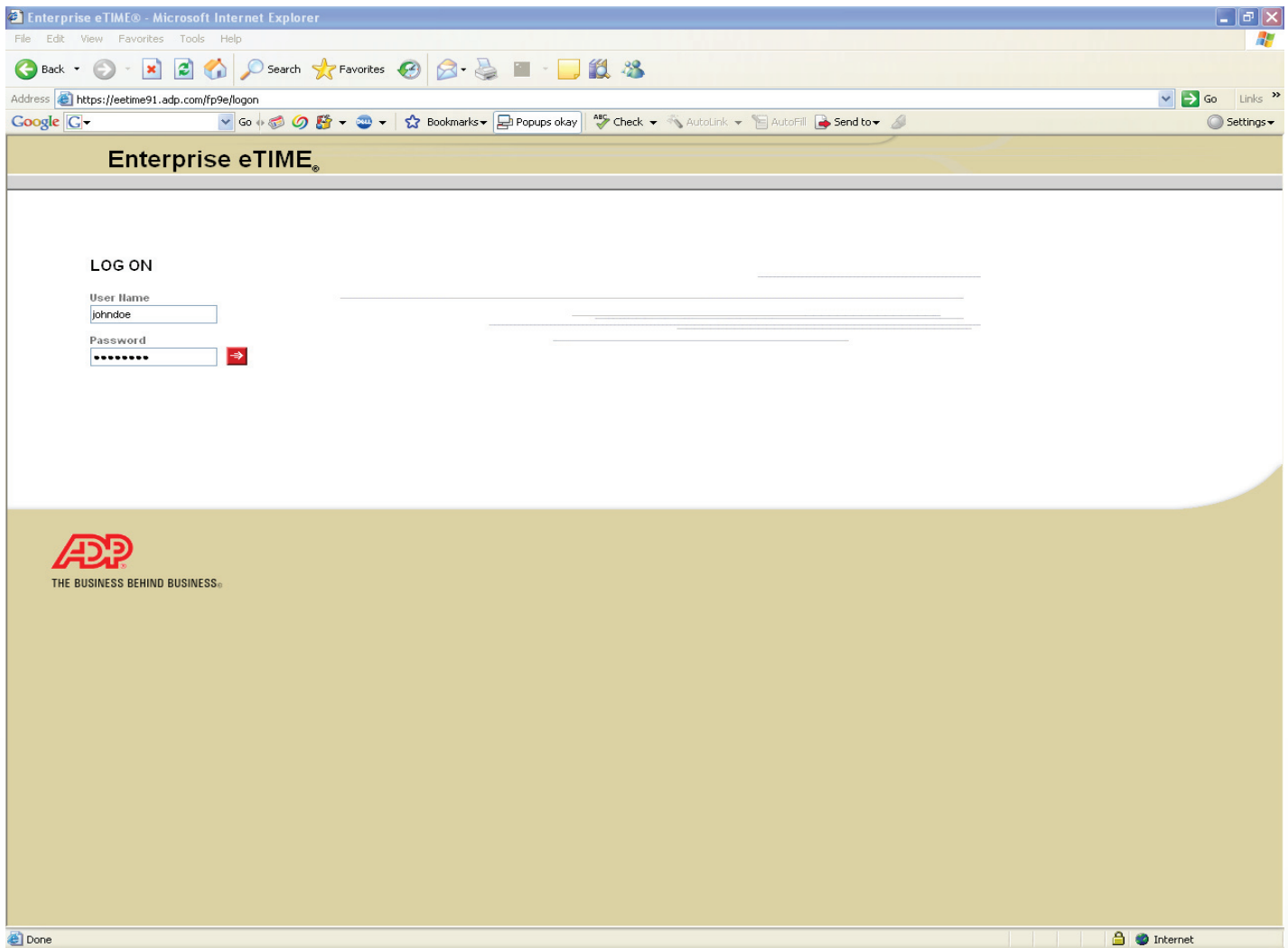
Account	Pay Code	Amount	Wages

## Supervisor Approval

Worksite supervisors are required to review time for participants assigned to their worksite on a daily basis. A consistent review of employee time will prevent worksite supervisors from spending unnecessary time and effort at the end of a pay period to finalize and approve time for your worksite.

## Supervisor Log-in Information

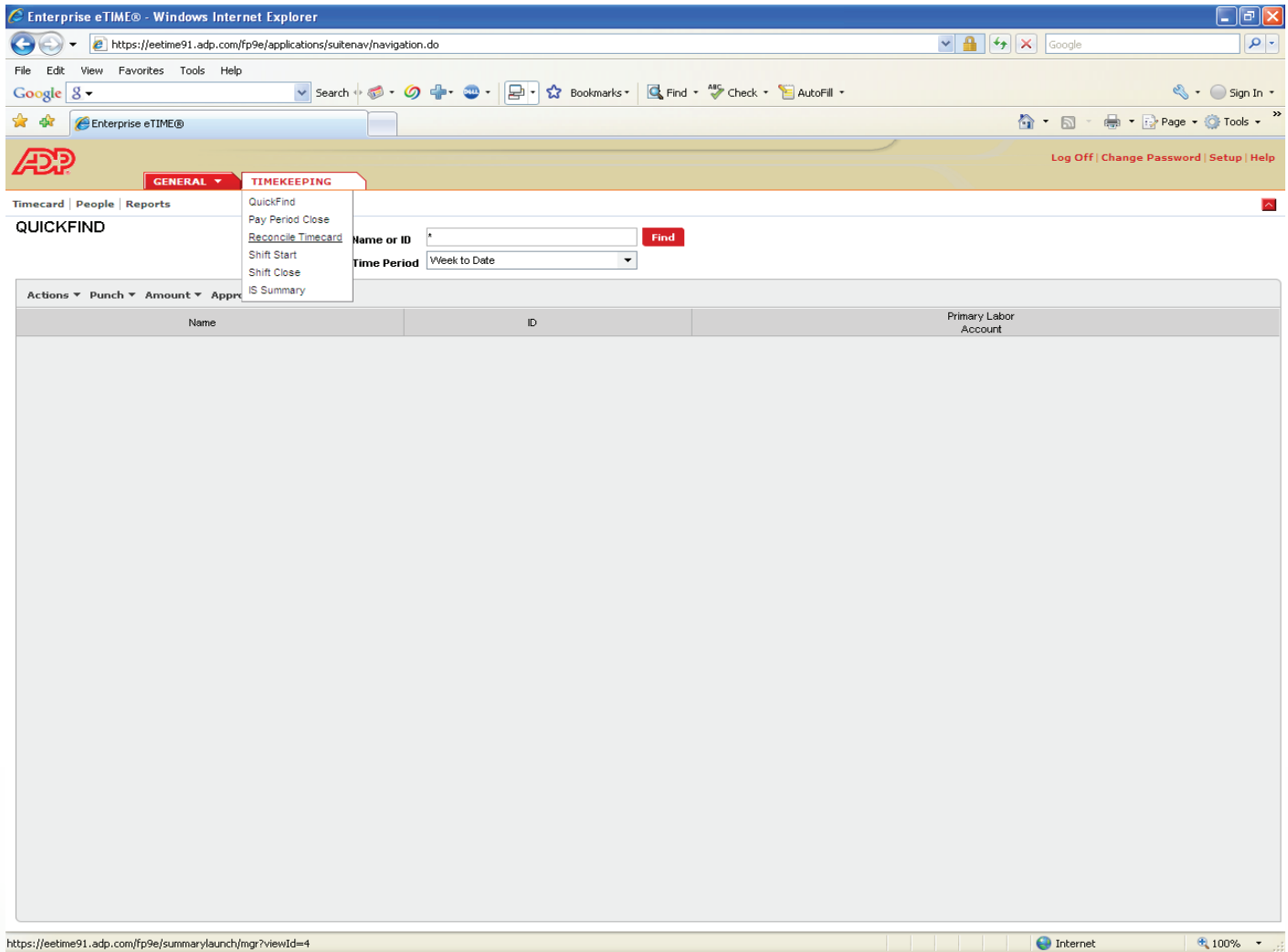
1. Go to <https://eetime91.adp.com/fp9e/applications/suitenav/navigation.do?ESS=true>.
2. Your user name is your first name and last name, followed by 0622 with no spaces. Enter all in lower case. For example, if your name is John Doe, your user name would be entered in as johndoe0622. Your password is 06222009.
3. Click the login button.



### Selecting an Employee Group and Time Period

Worksite supervisors will only be able to view, edit and approve timecards for participants that they supervise. There are multiple ways to view timecards for your participants; however, the recommended path is as follows:

1. From the home screen, click on the 'Timekeeping' tab.
2. From the drop down menu, select 'Reconcile Timecard'.



You will have to edit your search values to view the participants that you are looking for. It is a best practice to always view all of the participants you supervise.

3. Select 'All Home' in the Show option box.
4. Select 'Current Pay Period' in the Time Period option box.
5. Click 'Refresh'.



## Supervisor Approval

Worksite supervisors are required to review time for participants assigned to their worksite on a daily basis. A consistent review of employee time will prevent worksite supervisors from spending unnecessary time and effort at the end of a pay period to finalize and approve time for your worksite.

Just as there are multiple ways to view timecards, there are also multiple ways to approve them. Worksite supervisors are able to approve timecards for all of their participants at one time. However, to ensure accuracy, it is recommended that participants' timecards be approved one at a time.

1. Double click on the name of the youth worker's timecard that you wish to view and approve.
2. Click on 'Approvals'
3. From the drop down menu, select 'Approve'.

[illegible]

## Payroll Cycle

Youth workers will be paid bi-weekly.

The dates of the pay periods and pay dates are listed below:

Please note dates may change

Pay Period End Dates	Pay Period Approval Dates	Pay Dates
June 17 – June 20	–	Wednesday, July 1, 2009
June 21 – July 4	Thursday, July 2	Wednesday, July 15, 2009
July 5 – July 18	Friday, July 17	Wednesday, July 29 2009
July 19 – August 1	Friday, July 31	Wednesday, August 12, 2009
August 2 – August 15	Friday, August 14	Wednesday, August 26, 2009
August 16 – August 22	Friday, August 28	Wednesday, September 2, 2009

**Payroll – Payment Options****Debit Card**

Youth, under the age of 18, will all be paid via a Debit Card issued through the Payroll Vendor, ADP. Wages will be directly deposited into an independent account for each participant. Each registered participant will be mailed a debit card upon completion of the registration and certification process. This will allow them access to their wages via an Automated Teller Machine (ATM) or at a local bank or retailer. If the youth worker does not have his/her debit card by the time they report to work, participants should be advised to call ADP at 1-877-237-4321.

The earnings statements indicating the youth workers wages will be mailed to the address the participant provided during registration for the 2009 Summer Youth employment Program. If a youth worker loses his/her card, forgets the PIN or experiences any other related problems, he/she can contact ADP at 1-877-237-4321.

# MAYOR ADRIAN M. FENTY'S 2009 SUMMER YOUTH EMPLOYMENT PROGRAM EVALUATION

Enrollee Name: \_\_\_\_\_ SSN (last four digits): XXX - XX - \_\_\_\_ - \_\_\_\_  
 Date: \_\_\_\_\_ Host Agency: \_\_\_\_\_  
 Work-site Name: \_\_\_\_\_ Work-site Supervisor Name: \_\_\_\_\_  
 Enrollee's Position: \_\_\_\_\_

The enrollee's immediate supervisor should submit a completed evaluation to the Office of Youth Programs, Summer Youth Employment Program, 625 H Street NE, Washington DC 20002. The form may also be faxed to (202) 698-5693.

4-Outstanding 3-Very Good 2-Satisfactory 1-Needs Improvement NA-Not Applicable

Learning Skills					
Awareness of skills required for the job	4	3	2	1	NA
Awareness of range of job opportunities	4	3	2	1	NA
Awareness of job responsibilities/duties	4	3	2	1	NA
Dependability on job	4	3	2	1	NA
Thinking Skills					
Evaluates and uses job information	4	3	2	1	NA
Communicates effectively with staff/team	4	3	2	1	NA
Develops problem solving skills	4	3	2	1	NA
Works well with others at the job site	4	3	2	1	NA
Communicating Effectively					
Shows effective social skills	4	3	2	1	NA
Shows responsibility at the job	4	3	2	1	NA
Shows self-management	4	3	2	1	NA
Listens to all tasks assigned	4	3	2	1	NA
Understanding the Use of Job Equipment					
Maintains all tools supplied/used in good condition	4	3	2	1	NA
Uses the tools appropriately	4	3	2	1	NA
Learns of innovations being developed for task	4	3	2	1	NA
Assist with developing innovative new applications	4	3	2	1	NA
Overall Work Habits					
Punctuality	4	3	2	1	NA
Professional Appearance	4	3	2	1	NA
Professional Conduct/Attitude	4	3	2	1	NA
Related well to host and others	4	3	2	1	NA
Brief description of work performed:					

ENROLLEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**MAYOR ADRIAN M. FENTY'S  
2009 SUMMER YOUTH EMPLOYMENT PROGRAM  
TRANSFER REQUEST FORM**

Enrollee Name: \_\_\_\_\_ SSN (last four digits): XXX - XX - \_\_\_\_ - \_\_\_\_

Date: \_\_\_\_\_ Host Agency: \_\_\_\_\_

Work-site Name: \_\_\_\_\_ Work-site Supervisor Name: \_\_\_\_\_

Enrollee's Position: \_\_\_\_\_

Please check the box indicating the reason for the work-site transfer.

- ☐ Safety issue (must have a police report)
- ☐ Health concerns (a doctor's statement indicating the reason why tasks can't be performed)
- ☐ Site closure
- ☐ Other

Please provide a detailed explanation supporting your transfer request. You may include attachments. Please note that failure to provide supporting documentation regarding your transfer request will result in an immediate rejection. \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE**

Transfer request has been <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input type="checkbox"/> APPROVED</span> <span><input type="checkbox"/> DENIED</span> </div>		
_____ (Youth Name)	has been transferred to	_____ (Host Agency)
_____ (Worksite)	and will report to _____ (Worksite Supervisor)	_____ at
_____ (Worksite Address)		_____ on _____ (Date)
Staff Signature _____ Date _____		





Enrollee's Position: \_\_\_\_\_

- ☐ Criminal offense which occurs on the work-site
- ☐ Falsification of documents (ex: signing in and out for someone else)
- ☐ Insubordination (disobeying a supervisor)
- ☐ Disruptive behavior
- ☐ Excessive absences
- ☐ Illegal drug use
- ☐ Harassment (sexual, verbal, or physical)
- ☐ Other

[illegible]

Staff Signatu re \_\_\_\_\_ Da te \_\_\_\_\_





Government of the District of Columbia  
Adrian M. Fenty, Mayor

Department of Employment Services  
Joseph P. Walsh, Director